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Procurement Document Control

Quality Implementing Procedure ID: OSTI-LLNL-QIP-4.0, Rev.0, Mod.0

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PROCUREMENT DOCUMENT CONTROL

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Effective: 2/25/05

1. PURPOSE

This Quality Implementing Procedure (QIP) establishes methods to ensure that procurement documents include or reference the applicable Quality Assurance (QA) requirements, or other management controls that are necessary to ensure adequate quality in scientific investigations performed in accordance with OSTI-LLNL-QIP-SIII.0, *Scientific Notebooks* for the Office of Science & Technology and International (OSTI)-Lawrence Livermore National Laboratory (LLNL) Project.

2. SCOPE

This procedure applies to the development of all contracts for services from non-LLNL sources outside the OSTI-LLNL organization structure line of authority, to support OSTI-LLNL quality affecting activities. OSTI-LLNL does not purchase quality-affecting items, as defined by the U.S. Department of Energy (DOE) *Quality Assurance Requirements and Description* (QARD), DOE/RW-0333P, and the OSTI-LLNL Project does not provide design documents (e.g., specifications, drawings, etc.). As such, this procedure only describes actions required for procuring quality-related (Q) products or services. OSTI-LLNL purchases of calibration services for applicable equipment shall also satisfy the associated QA requirements of OSTI-LLNL-QIP-12.0, *Control of Measuring Equipment and Calibration Standards*.

This QIP may be invoked for the procurement of Non-Q (i.e., those products/services determined not to be subject to QARD requirements) products or services at the discretion of the Project Manager (PM).

This QIP does not apply to services such as administrative/clerical support; technical reviews, peer reviews, expert elicitation or audits; transfer of property; interface controls between OSTI participant organizations; or other products/services as noted on the Exemption List (Attachment 1, Part I).

This QIP applies to the OSTI-LLNL Requester, Procurement Coordinator, Principal Investigator (PI), QA Manager, and PM when procuring Q products or services. This procedure has been prepared in accordance with OSTI-LLNL-QIP-5.0, *Preparing the Quality Assurance Plan and Quality/Technical Implementing Procedures*.

3. PROCEDURE

3.1 Initiating Requests for Products or Services

The OSTI-LLNL Requester shall:

- A. Review the Procurement Exemption List and Screening Guidelines (Attachment 1), to assist in determining the Q or non-Q status of the procurement. If the product/service is on the Exemption List, (Attachment 1, Part I), initiate the Procurement Requisition through means provided by internal LLNL procurement processes, and submit a copy of the Procurement Requisition to the OSTI-LLNL Procurement Coordinator. No further action is required.
- B. If the product/service is not on the Exemption List (Attachment 1, Part I), determine if the product or service is Q or Non-Q using the Procurement Classification Screening Guidelines (Attachment 1, Part II). The Requester shall make the initial determination of the Q or non-Q status of the procurement.

Note: When the OSTI-LLNL Project procures equipment that will subsequently be calibrated by OSTI-LLNL staff in accordance with OSTI-LLNL Technical Implementing Procedures (TIPs) or will be calibrated by qualified Suppliers on the OCRWM Qualified Suppliers List (QSL), the equipment procurement shall be classified as Non-Q.

In cases where immediate procurements are required (e.g., for field work to replace parts that break suddenly during field experiments), completion of the Procurement Requisition may be delayed for 30 working days for Non-Q products/services; or within 10 working days for Q products/services.

- C. If the procurement is determined to be Q, complete a Requisition Request (Attachment 2, A through H). Coordinate with the QA Manager (or designee) to ensure all QA requirements have been considered in preparation of the Requisition Request (Attachment 2, D through H). The procurements shall be planned and documented to ensure a systematic approach to the procurement process. The Requisition Request shall include the following, as applicable:
- A statement of the scope of work
 - Technical requirements
 - QA Program requirements
 - Right of access to Supplier facilities and records for inspection or audit
 - Provisions for establishing hold points beyond which the work cannot proceed without OSTI-LLNL authorization
 - Documentation required to be submitted for information review or acceptance
 - Requirements for the Supplier to report nonconformances and the OSTI-LLNL approval of the disposition of nonconformances
 - Identification of any spare and replacement parts or assemblies and the technical and QA data required for ordering

The requirements shall be included relative to the level of importance, complexity, and quantity of the service being requested and the Supplier's quality performance.

- D. When calibration is a requirement of the request, include a Request for Calibration Services (Attachment 4) as part of the Requisition Request.
- E. Print name, sign and date (Attachment 2, Section I), and submit the completed Requisition Request to the QA Manager (or designee) along with any additional pertinent information that is available for the review process.

3.2 Management Review of Request

Management reviews shall be performed by personnel who have an understanding of the scope of the procurement.

3.2.1 The QA Manager (or designee):

- A. Review the Requisition Request to determine if appropriate QA requirements are included and determine if the Supplier is listed on the QSL for the scope of work identified in the Requisition Request, or if the Supplier will work according to the OSTI-LLNL QA Program (in which case appropriate procedures shall be made available to the Supplier).
- B. If the Requisition Request (Attachment 2) meets the appropriate QA requirements, approve and forward it to the Procurement Coordinator.
- C. If the Requisition Request does not meet the appropriate QA requirements, submit it back to the Requester for modification.
- D. If a Supplier is not listed on the QSL, and will be working to its own QA program, submit a request to OCRWM Office of Quality Assurance (OQA) and propose that OQA evaluate the proposed Supplier's QA program and perform an audit or surveillance. If LLNL desires technical representation during the evaluation of the proposed Supplier, this shall be coordinated with OQA during the request process.

- 3.2.2 The PM (or designee) shall review the Requisition Request to ensure that technical requirements and budgetary and programmatic contents are appropriate for the service being requested and approve it by signature and date (Attachment 2, I). Once approved, the Requisition Request shall be submitted to the Procurement Coordinator for coordinating the preparation of the Procurement Document.

3.3 Administrative Processing of Request

Upon receipt of the approved Requisition Request, the **Procurement Coordinator** (or designee) shall review the request for completeness, and coordinate the processing of the procurement with the LLNL Purchasing Department.

3.4 Processing of Requisition

- A. The **Procurement Coordinator** shall determine what type of contract the procurement document requires and coordinate the preparation of the documentation in accordance with the Requisition Request and follow the procedures and standards of LLNL Purchasing Department and its QA program.
- B. The **Requester** shall evaluate received bids and Supplier proposals to determine the extent of conformance to the Procurement Requisition and return them with any comments to the Procurement Coordinator. The evaluation shall include the following subjects consistent with the importance, complexity, and quantity of services being procured:

- Technical considerations
- QA Program requirements
- Supplier personnel
- Supplier production capability
- Supplier past performance
- Alternatives
- Exceptions

Before the Procurement Document is awarded, the Requestor shall resolve, or obtain commitments to resolve, unacceptable quality conditions identified during the proposal/bid evaluation.

When a proposal meeting all of the requested requirements is selected, the **Procurement Coordinator** shall forward the Procurement Document to the Requester.

- C. The **Requester** shall review the Procurement Document to ensure that it includes the provisions identified in the Requisition Request. The **Requester** shall complete the Requester Review section of the Final Procurement Review (Attachment 3, Part II) and forward it, with a copy of the final proposal, to the QA Manager.
- D. The **QA Manager** shall review the document to ensure that the final procurement document includes appropriate QA Provisions per the requirements of this procedure.

- If the QA Manager determines that the procurement document does not include the appropriate QA requirements, the QA Manager shall return the documentation to the Requester for resolution.
 - If the QA Manager determines that the procurement document includes the appropriate QA requirements, the QA Manager shall sign and date the Quality Assurance Review section of the Final Procurement Review (Attachment 3, Part III) and forward the form and associated documentation to the PM for approval.
 - If source verification is to be performed, the QA Manager shall ensure that OQA has been notified, that a source verification (i.e., audit, surveillance) is scheduled, that the Supplier QA program has been evaluated, that any deficiencies identified during source audits/surveillances are resolved, and that OQA has placed the Supplier on the OCRWM QSL prior to OSTI-LLNL awarding the contract.
- E. Upon approval, the **PM** shall forward the documents to the Procurement Coordinator (or designee) for processing in accordance with LLNL practices.
- F. The **Procurement Coordinator** shall forward all forms and related documents to the Requester for inclusion in the procurement records package and submit copies to the Records Coordinator for submittal to the Records Center (RC) per Section 4.0. The Procurement Coordinator shall also send the completed records package to the LLNL Purchasing Department and notify them to proceed.
- G. Upon receipt of the procured article, the Requestor shall perform the acceptance of services in accordance with OSTI-LLNL-QIP 7.0, *Control of Purchased Products and Services*.

3.5 Purchases by Suppliers

Suppliers performing quality-affecting activities for the OSTI-LLNL based on a management agreement or similar document shall incorporate the appropriate QA requirements into any sub-tier Supplier document issued. The Supplier shall submit the final procurement documents through the LLNL Purchasing Department to the Procurement Coordinator and the QA Manager for approval before the final procurement documents are released to a sub-tier Supplier.

3.6 Modifications

All modifications and changes to procurement documents, except modifications exercising the option to renew a contract for an additional year, staffing changes, or increasing or decreasing funds, shall be subject to the same degree of control and review as used in the preparation of the original documents.

Changes made as a result of proposal/bid evaluations or pre-contract negotiations shall be incorporated into the procurement documents by the Procurement Coordinator. The

evaluation of these changes and the resulting impact shall be completed by the Requester and approved by the QA Manager and the PM before the contract is awarded. This evaluation shall consider:

- Appropriate requirements as specified in this procedure (changes to QA requirements are to be reviewed by the QA Manager to confirm that appropriate QA requirements are included),
- Analysis of exceptions or changes requested or specified by the Supplier and a determination of the impact such changes have on the intent of the procurement documents or quality of the service to be furnished, and
- Personnel qualification for staffing changes.

4. RECORDS

The records listed below shall be collected and submitted to the Records Coordinator for maintenance in accordance with OSTI-LLNL-QIP-17.0, *Records Management*, as individual records or included in a records package, as specified.

4.1 QA Records

Records Package

Requisition Request

Requisition

Modification and change documents

Acceptance of changes to procurement documents

Final Procurement Review form

Final proposal

Final procurement documents (including the final proposal)

Any other relevant information

4.2 Non-QA Long-Term Records

The records identified in Section 4.1 when required by the PM.

4.3 Non-QA Short Term Records (three years or less retention)

None.

5. RESPONSIBILITIES

- 5.1** The **Project Manager (PM)** (or designee) is responsible for ensuring that purchases of quality-affecting services are processed in accordance with the requirements of this procedure, that applicable technical and QA requirements are included in the Requisition Request, and for approving Requisition Requests.
- 5.2** The **Quality Assurance (QA) Manager** (or designee) is responsible for the review of all final procurement documents initiated per this procedure and for ensuring all procurements have included applicable QARD requirements.
- 5.3** The **Requester** of a procurement is responsible for initiating requests for quality-affecting services in accordance with this procedure; including all necessary information in a Requisition Request (Attachment 2); reviewing and approving any technical changes to a final procurement document that differ from the original request; completing the Final Procurement Review (Attachment 3), as applicable; and submitting the procurement records package to the Procurement Coordinator for transmittal to the RC.
- 5.4** The **Procurement Coordinator** is responsible for coordinating the completion of requisitions with the LLNL Purchasing Department according to the information provided in the approved Requisition Request; submitting the requisitions to the Requestor; and providing all associated records to the Records Coordinator for submittal for the RC.
- 5.5** **LLNL Purchasing Department** is responsible for preparing final procurement documents; providing copies of proposals to the Procurement Coordinator and Requester for evaluation; negotiating contracts; issuing final approved procurement documents; and distributing copies of procurement documents per applicable LLNL processes.

6. ACRONYMS AND DEFINITIONS

6.1 Acronyms

DOE	U.S. Department of Energy
LLNL	Lawrence Livermore National Laboratory
OCRWM	Office of Civilian Radioactive Waste Management
OQA	Office of Quality Assurance
OSTI	Office of Science & Technology and International
PI	Principal Investigator
PM	Project Manager
Q	Quality related activity
QA	Quality Assurance
QARD	Quality Assurance and Requirements Document
QSL	Qualified Suppliers List

QIP	Quality Implementing Procedure
QSL	Qualified Supplier List
RC	Records Center

6.2 Definitions

Item: An all-inclusive term used in place of any of the following: appurtenance, assembly, component, equipment, material, module, part, structure, subassembly, subsystem, system, or unit. (QARD).

Final Procurement Document: Purchase Orders, contracts, specifications, or other documents generated by the OSTI-LLNL Project used to define technical and QA requirements for procurement of Q products or services, including any modifications thereof.

Final Proposal: A proposal that is acceptable to the Requester and is a Supplier's best and final offer, that will have no further changes, and will become the contract.

Management Review: For the purposes of this procedure, a management review of a document is a review performed by the PM, QA Manager, or appropriate PI, to a level of detail determined by the reviewer. A management review may range in rigor from a simple undocumented completeness check to a fully documented review per the requirements of OSTI-LLNL-QIP-6.1, *Document Review*.

Product: Something produced by human or mechanical effort or by a natural process.

Q Procurement: A procurement for a quality related product or service and is subject to these requirements of the OSTI-LLNL Quality Assurance Plan, this QIP and QIP 7.0, *Control of Purchased Products and Services*.

Quality Related Activity: Any product or service including, but not limited to, calibration, investigation, evaluation, analysis, modeling, and other work activities that may affect the quality of tasks performed for OSTI.

Qualified Suppliers List (QSL): A list of suppliers whose quality assurance programs have been determined to meet the requirements of the QARD.

Service: The performance of activities such as equipment calibration, fabrication, inspection, repair, or installation.

Supplier: A person or group of persons providing support to OSTI-LLNL in Q- or non-Q activities. A Supplier may be a person or organization providing support through an agreement or a similar document.

7. REFERENCES

DOE/RW-0333P, *Quality Assurance Requirements and Description*

OSTI-LLNL-QIP-5.0, *Preparing the Quality Assurance Plan and Quality/Technical Implementing Procedures*

OSTI-LLNL-QIP-7.0, *Control of Purchased Products and Services*

OSTI-LLNL-QIP-12.0, *Control of Measuring and Test Equipment and Calibration Standards*

OSTI-LLNL-QIP-17.0, *Records Management*

OSTI-LLNL-QIP-SIIL.0, *Scientific Notebooks*

8. ATTACHMENTS

Attachment 1 - Procurement Exemption List and Screening Guidelines

Attachment 2 - Requisition Request

Attachment 3 - Final Procurement Review

Attachment 4 - Attachment to Requisition Request for Calibration Services

9. REVISION HISTORY

2/25/05 Revision 0, Modification 0

Initial issue.

10. APPROVALS

Preparer:

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2/25/05

Technical Reviewer:

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Date:

2/25/05

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Victor J. Barish Jr
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Date:

2/25/05

Project Manager:

David B. McAllen
DAVID B. McALLEN

Date:

2/25/05

**OSTI-LLNL
PROCUREMENT EXEMPTION LIST AND SCREENING GUIDELINES**

PART I – EXEMPTION LIST

The following categories of products and services are determined not to require QA controls. These products and services are considered to be Non-Q, and shall be procured through internal LLNL procurement processes. Copies of the LLNL Purchase Requisition for these products/services shall be submitted to the Procurement Coordinator.

1. Administrative/clerical support; technical reviews, peer reviews, expert elicitation, or audits; transfer of property; or interface controls between OSTI participant organizations.
2. When procuring equipment that will subsequently be calibrated by OSTI-LLNL staff in accordance with OSTI-LLNL Technical Implementing Procedures (TIPs), or will subsequently be calibrated by qualified suppliers on the OCRWM Qualified Suppliers List (QSL), the equipment procurement shall be classified as Non-Q.
3. Office/and administrative supplies. This includes all office supplies, office furniture, business machine supplies, business machines, and services (e.g., computers, copiers, calculators, cabinets, typewriters, etc.).
4. Audiovisual equipment, film, and services
5. Employee morale and recreation supplies and services
6. Food and beverage supplies and services
7. Publications and books including periodicals and subscriptions
8. Personnel safety and protection items (e.g., safety glasses, hard hats, safety shoes, eyewash stations, fire extinguishers, etc.)
9. Common construction hand tools, materials, and hardware (e.g., pipes, cables, screws, etc.) which are not required to be calibrated to be used
10. Equipment transportation vehicles (e.g., light truck), including vehicle maintenance, parts, and servicing
11. LLNL transportation department services
12. Material and services for display booths at professional seminars, conventions, and fairs
13. Types of software as follows: Operating systems; administrative and management systems; system utilities and compilers, and their associated libraries; and word processing programs. Industry standard software such as database management software, graphing and visual display software, spreadsheets, and statistical software (e.g., Excel, Corel Quattro Pro, Lab View, etc.) are also exempt. (Any developed applications within these types of industry standard software, however, may require QA controls under OSTI-LLNL-QIP-SI.0, *Software Management*.)
14. Facility maintenance and janitorial supplies and services

15. Training services and seminars
16. Heavy construction equipment and equipment maintenance parts and services
17. Common construction support supplies and services (e.g., lumber, nails, scaffolding, slings, wire rope, chains, banding, bailing wire, etc.)
18. Standard equipment parts and services
19. General laboratory supplies (e.g., syringes, rubber gloves, flasks, chemicals that do not require specific assay purity, desiccant, filters, pumps, fans, etc.)
20. Electronic supplies (e.g., computers, fuses, resistors, capacitors, wire, circuit board, solder, cases, extension cords, switches, bulbs, etc.)

PART II – PROCUREMENT SCREENING GUIDELINE FOR PRODUCTS/SERVICES

The following provides direction when deciding whether quality-affecting activities should be procured using a Q or Non-Q procurement process. A Q process means that the procurement is subject to the requirements of the QAP this QIP, and OSTI-LLNL-QIP-7.0, *Control of Purchased Products and Services*.

1. Does the procurement include a product/service directly related to the collection of site characterization data or samples (e.g., pressure transducers, sensors, etc.) that are not subject to subsequent internal or external calibrations?
Yes No

Example: When LLNL procures, assembles, or manufactures equipment that will subsequently be calibrated by LLNL in accordance with OSTI-LLNL-TIPs, or will be calibrated by qualified suppliers on the QSL, the equipment procurement shall be classified as Non-Q. (For example, the calibrations of psychrometers, ion-specific electrodes, spectrometers, and balances are governed by TIPs. The procurement of this kind of equipment is considered to be Non-Q.)

2. Does the procurement include a service for calibration, or procurement of a calibration standard for equipment to be used to obtain Q data?
Yes No

Example: Procurements for calibration services (by qualified suppliers on the QSL) for equipment already purchased as Non-Q, or for calibration standards (e.g., calibrated weight sets). The procurement of this kind of service is considered to be Q.

If the answer to either of the above questions is YES, process the procurement as Q and initiate a OSTI-LLNL Requisition Request (Attachment 2).

OSTI-LLNL REQUISITION REQUEST

This form is to be completed by the OSTI-LLNL Requester if the product or service is considered to be Q (reference the Procurement Exemption List and Screening Guidelines, Attachment 1). If the purchase involves special requirements other than those listed on this requisition request, additional pages may be attached.

The Requester shall circle options, fill in blanks and check boxes as necessary. If a topic does not apply, the Requester shall indicate by circling "Not Applicable" or using "N/A." When Part I, A through H is completed, sign and date in I, and submit to the PM for review and approval. Once PM's initial approval is obtained, submit the Requisition Request to the QA Manager (or designee) for approval, and to the Procure Coordinator for action.

A. PRODUCT/SERVICE REQUESTED: _____

1. DATE: _____ 6. ACCT TO BE CHARGED: _____

2. PROJECT: _____ 7. TASK: _____

3. REQUESTER'S PHONE NO.: _____ 8. DATE REQUIRED: _____

4. REQUISITION NO: _____

5. DELIVER TO: _____ 9. SUGGESTED SUPPLIER/VENDOR:
(If sole source, attach justification)

_____ 10. IS SUPPLIER ON QSL? ☐ Yes ☐ No

B. STATEMENT OF SCOPE OF WORK TO BE PERFORMED BY SUPPLIER:

Describe the product or service. Include quantities and estimated cost where appropriate.

REQUISITION REQUEST (Continued)**C. TECHNICAL REQUIREMENTS/HOLD POINTS** (circle and complete appropriate sections below):

1. Specific documents (such as technical procedures, instructions, codes, or standards) that describe the technical requirements of the services to be furnished shall be specified. The revision level or change status of these documents shall also be identified. Include such requirements as hold and witness points beyond which work cannot proceed without OSTI-LLNL authorization.

2. Tests, inspection, and acceptance requirements:

3. Acceptance of Services shall be performed by: ☐ OSTI-LLNL staff in accordance with OSTI-LLNL-QIP-7.0, *Control of Purchased Products and Services*.
4. ☐ Not Applicable

D. QUALITY ASSURANCE PROGRAM REQUIREMENTS (circle and complete appropriate sections below):

1. The Supplier shall have a Quality Assurance (QA) program that implements the requirements of the U.S. Department of Energy (DOE) Office of Civilian Radioactive Waste Management (OCRWM) *Quality Assurance Requirements and Description* (QARD) DOE/RW-0333P prior to the initiation of work. If the Supplier does not have an approved program, the work done in support of this procurement shall be performed in accordance with the OSTI-LLNL QA Program. If the Supplier is not working to the entire OSTI-LLNL QA Program, identify OSTI-LLNL QA implementing documents (e.g., QIPs, TIPs, Revision number) below that are applicable to the Supplier. All applicable implementing documents shall be provided to the Supplier.

2. Work done in support of this procurement shall be performed in accordance with the QA Program of the Supplier that implements applicable the QARD requirements as approved by OSTI-LLNL. The extent of the QA Program shall depend on the scope, nature, or complexity of the service being procured.
3. The Supplier shall incorporate appropriate QARD requirements into any sub-tier Supplier-issued procurement document. The Supplier shall not sub-contract any part of this procurement without first consulting with OSTI-LLNL.

E. RIGHT OF ACCESS:

The Supplier's records and facilities related to the specific procurement/contract shall be accessible to OSTI-LLNL or DOE OQA personnel (or their representatives) for purchaser inspection and /or audit. Verification activities shall not relieve the Supplier of responsibility for verification of quality achievement.

F. DOCUMENTATION REQUIRED FROM SUPPLIER: (Any documentation to be provided to the OSTI-LLNL for information, review, or acceptance.)

1. Calibration: When calibration documentation is required, the Requester shall include a copy of Attachment 4 (Attachment to Requisition Request for Calibration Services) with the Requisition Request. If the Requester has other calibration requirements, the Requester shall document the requirements on Attachment 4.
2. Other:
3. Documentation submittal schedule: (Identify when the documentation is required.)

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4. ☐ No documentation from Supplier required.

G. DOCUMENTATION MAINTAINED BY SUPPLIER: (Any documentation pertinent to this procurement the Requester deems necessary for the Supplier to maintain as QA records. Identify retention times and disposition requirements.)

1. Document/retention: _____
2. ☐ Not applicable.

H. SUPPLIER NONCONFORMANCES:

1. If the Supplier identifies a condition which might preclude acceptable performance of this procurement, the Supplier shall notify the LLNL Purchasing Department in writing. The notification will include a proposed resolution and justification. Examples of possible deficiencies include contamination of samples, damage to instruments, etc. The Procurement Coordinator shall transmit the notification to the Requester and QA Manager.

The QA Manager and the Requester shall review the Supplier's proposed resolution. When there exists a possibility that the final procurement document may be affected by the acceptable resolution, the QA Manager shall coordinate with the Procurement Coordinator. The Requester will verify the resolution of the deficiency together with the QA Manager.

2. ☐ Not applicable.

I. SIGNATURES:

REQUESTED:	_____		
	Printed Name (Requester)	Signature	Date
APPROVED:	_____		
	Printed Name (QA Manager)	Signature	Date
APPROVED:	_____		
	Printed Name (Project Manager)	Signature	Date

FINAL PROCUREMENT REVIEW

PART I – PROCUREMENT COORDINATOR IDENTIFICATION:

PROCUREMENT DOCUMENT: _____

SUPPLIER: _____

PART II – REQUESTER REVIEW:

The final procurement document includes provisions to ensure that the services will meet specified requirements.

Printed Name (Requester)	Signature	Date
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PART III – QUALITY ASSURANCE REVIEW:

The final procurement document includes provisions to ensure that the services will meet specified quality assurance requirements.

Printed Name (QA Manager)	Signature	Date
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PART IV - PROJECT MANAGER APPROVAL

Printed Name (Project Manager)	Signature	Date
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ATTACHMENT TO REQUISITION REQUEST FOR CALIBRATION SERVICES

Instructions for Requester: For procurements requiring calibration, please add any requirements applicable to this request which are not listed below (see Qualified Supplier List [QSL]).

Instructions for Procurement Coordinator: Include the following in the Purchase Requisition

The **Requester** (or designee) shall be notified immediately when a calibration instrument used to calibrate and certify OSTI-LLNL equipment under this purchase order is found to be defective, out of calibration, or not certified as calibrated.

The following information shall be provided to the technical contact for each calibration performed:

1. Identification of the Supplier.
2. Identification of equipment being calibrated (such as manufacturer, type, model, serial number, or other unique identifier).
3. Identification of calibration standard (such as manufacturer, type, model, serial number, or other unique identifier) and standard's range and accuracy, NIST traceability or similar information when using other recognized standards, and calibration procedure or method used, including revision number or date. Alternatively, it is acceptable for calibration documentation to provide a reference to documentation containing the standard's identity, range, accuracy, traceability, and the procedure or method used, including revision number or date.
4. Date of calibration
5. Records of actual calibration data values, when applicable, both before and after any adjustments, enabling the determination of whether the equipment was, and is, within required tolerance or accuracy. If adjustments are not performed, a second set of data is not required.
6. Identification of person performing the calibration.

The Supplier of calibration services shall submit the above information to the OSTI-LLNL Requestor with the calibrated equipment.

Other Requirements (if applicable):